



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

HUMAN RESOURCES PLACEMENT SPECIALIST SOCIAL SERVICES

This Position is Full Time with Benefits

Vacancy Number
16-1067

Hiring Range
\$30,996 – \$35,025

Opening Date
May 12, 2016

Closing Date
Open Until Filled

**Submit your completed
County of Moore
Application To:**

Moore County
Human Resources
P.O. Box 905
Carthage, NC 28327
Phone: (910) 947-6362
Fax: (910) 947-2792
www.moorecountync.gov

**Resumes are optional.
Incomplete, unsigned, or
any application other than a
County of Moore application
will not be forwarded to the
hiring authority.**

**Applications received after
the closeout date/time
indicated will not be eligible
for consideration.**

**Moore County Human
Resources Office is not
responsible for failure to
receive faxed applications.**

**Please take a moment to
ensure your transmission
was received.**

ESSENTIAL JOB DUTIES

This position performs intermediate technical work involving determining the eligibility of applicants/recipients to receive assistance under social service income maintenance programs; interviews applicants for assistance to determine their eligibility, securing and verifying necessary social or medical information; makes eligibility decisions; processes applications for public assistance in accordance with established rules, regulations and procedures; Educates recipients on income maintenance programs and assesses their need for the programs and other available services; verifies all information through independent sources; Prepares yearly revisions; processes monthly reports, prepares budgets; Manages shelter during emergency situations; Performs related duties as required.

KNOWLEDGE AND SKILL REQUIREMENTS

- Considerable knowledge of Income Maintenance policies and procedures;
- Considerable knowledge of energy programs such as CIP/LIEAP, daycare application/review policy/techniques and practices and their application to individual casework, group work, and community issues/concerns;
- Considerable knowledge of the types of businesses/industries likely to employ clients;
- General knowledge of basic limitations and characteristics of various disabling conditions;
- General knowledge of various service/rehabilitation programs and eligibility requirements;
- General knowledge of governmental and private organizations and community resources;
- General knowledge of laws, regulations and policies which govern the program;
- The ability to establish and maintain effective working relationships with administrative superiors, members of case load and their families, and with civic, medical, social and religious organizations;

EDUCATION AND EXPERIENCE REQUIREMENTS

- High School Diploma or equivalent and (4) four years of directly related experience;
- OR, an Associate's degree in a human services or business field such as human resources, marketing, business administration, business management, healthcare management, or public administration from an accredited college or university and (2) two years of directly related work experience;
- OR, a Bachelor's degree in a human services or business field such as human resources, marketing, business administration, business management, healthcare management, or public administration from an accredited college or university.

LICENSE AND CERTIFICATION REQUIREMENTS

- Must possess and maintain a valid North Carolina Driver's License.

PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, crouching, reaching, walking, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

BENEFITS

- **Health Benefits** including medical, dental, prescription drug plan, flexible spending accounts;
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k);
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.;
- **Holiday, Annual and Sick Leave** for eligible employees.

*The County of Moore is a drug-free workplace and
Equal Opportunity employer.*

In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

All applicants tentatively selected for this position will be required to submit to a pre-employment background check, drug test and post offer physical.

Moore County is an E-Verify Participant